

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday, 10th July, 2013 at Beeson House, Lintot Square, Southwater commencing at 7.30 pm.

Chairman: Mr P. Buckley

**Councillors: Mr L. Apted Mr G. Cole
Mrs P. Flores-Moore Mr R. Jackman
Mr G. Watkins Mrs J. Williamson**

Co-Opted Member: Mr M. Neale

**County: Apologies provided by Cllr B. Watson OBE
Mrs. Jennifer Ellwod, West Sussex County Council**

District: Apologies provided by Cllrs I. Howard, Dr J. Chidlow

Clerk: Mrs.C.Tobin

Press: Not present

Public: Six

FG52/07/13 PUBLIC PARTICIPATION

The Chairman welcomed all present to the meeting and then highlighted the housekeeping rules and also the fact that mobile phones should be switched off during the meeting, members of the public not being permitted to tape or film meetings of the Council.

There were no members of the press present.

The Chairman proposed the suspension of Standing Orders, this was AGREED by all present.

Cllr.Richard Jackman stated that he would like to make a statement having addressed a letter to Mr.Bull, Chairman of the Council.

“It is with regret, that I am tendering my resignation as a Parish Councillor with immediate effect. I have been considering my position for some time but feel that I am unable to do the best on behalf of our parishioners in representing the village’s best interests and wishes. The biggest issues facing Southwater over the coming months and years will be planning, I do not believe that the Chair of the Council or the Planning Committee are sufficiently committed to drive the Council forward during this period of what will be great upheaval for most of our Parishioners. I do not think it is good enough to roll over to central government, as the district council seems willing to do, for reasons of supporting the party instead of doing what the tax paying public would like them to do. The Localism Act and the changes to

the Planning Laws are a massive con on the general public. Southwater along with the other Parish Councils within HDC should be seen and heard far more publicly putting the Parishioners point of view on local issues that affect us all. Furthermore the total disregard for the view of the Parish are clearly evident from the press release regarding the Football Club and the fact that Keep Southwater Green are better informed about the Berkeley Homes application and the new district plan than we are. Also the fact that so often the District Council takes no account of the objections raised to general planning matters despite these being detailed in the Village Design statement. What hope is there of producing a neighbourhood plan that reflects the wishes and the needs of our village unless it is in line with government dictat.

I wish the Council well in its future dealings regarding these issues and can, only respect those members who volunteer their time and continue to try and get the best out of a bad situation.”

At this point (8.05pm) Mr.Jackman having provided his resignation to the Vice Chairman of Council retired to the general public area, his resignation from the Council being accepted with immediate effect as per the regulations.

Mr.Buckley, Chairman of the Committee and Vice Chairman of the Council thanked Mr.Jackman for his service on behalf of the Council during his time as a Councillor.

Mr.G.Cole, asked the Clerk whether there was any feedback in relation to the planning application in relation to the Barratt Homes site. The Clerk stated that there was no further news other than she and her Deputy had been invited to a meeting with Barratts on site along with District Councillor Claire Vickers and the Senior Planning Officer. The Clerk believed that the meeting was with the Chief Executive of Barratt Homes. The Clerk would advise Members of the outcome of this meeting. Mr.Cole questioned whether or not the Section 106 agreement would be looked at; the Clerk stated that there was a current agreement but should such issues be raised that she would endeavour to put across the Parish Council’s views on such matters.

Mrs.Flores-Moore said that she would like to reiterate some of the comments made by Mr.Jackman. In particular she would like to question Keep Southwater Green on their apparent ‘u turn’ in relation to development. Was it not this campaign group that had stirred up the community to vote ‘NO’ to development creating a backlash of opinion against the Parish Council over the last three years. Keep Southwater Green quoting Cllr Vickers states that there will be no more than 500 houses, how can they say that, when we all know it is not possible to say only 500 houses? The Parish Council have always maintained their right to represent all of the people, now we find that Keep Southwater Green appear to know more about what is going on that the Parish Council which is utterly disgraceful.

Mrs.Flores-Moore also felt that it was disgraceful that the District had not consulted with the Parish Council only finding out through the media as to

what was going on with the proposed football ground. Generally the District seem to disregard nine out of ten comments provided on planning applications provided by the Parish Council as a statutory consultee. Mr.Buckley stated that whilst Mrs.Flores-Moore was correct that there appeared to be a general disregard for the Parish Council's views, it was not correct to say nine out of ten. Mrs.Flores-Moore acknowledge this fact.

Mr.Buckley said that hopefully Members and public alike will have the opportunity of putting such questions to the Chief Executive and District Councillor Claire Vickers at the Full Council meeting on 31st July 2013. The Clerk stated that this was not as yet confirmed.

Mrs.Flores-Moore said that the Parish Council should fight fire with fire, obviously having regard to predetermination rules by which councillors must abide. We should be putting forward the Parish Council's viewpoint and not allow Keep Southwater Green and others to stir up the community as they had down in the past only now to let them down.

Mr.Apted said that he would like to endorse the comments made.

Standing Orders were reinstated.

FG53/07/13

APOLOGIES

Apologies were received from Dr.A.Cash and Mrs.Vickers.

Members noted the apologies.

FG54/07/13

DECLARATION OF INTERESTS

There were no declarations at this point in the meeting.

FG55/07/13

CHAIRMAN'S ANNOUNCEMENTS

Mr.Buckley, Chairman of the Committee and Vice Chairman of Council advised those present that Cllr Tony Bull had resigned reading to those present the content of the letter.

“Please accept this letter as my formal resignation as Chairman and Councillor of Southwater Parish Council with immediate effect.

I agreed to become Chairman on the understanding that there were no other councillors willing at that time to allow their names to go forward. As such I have always regarded my appointment as a interim solution until circumstances changes. I had intended to see out my elected term but, with the onset of the Neighbourhood Plan, I consider that it would be unfair on my successor to depart midway through this process and therefore I have decided that the time is now right for this change.

It is also an open secret that I am utterly frustrated with both Horsham District Council and West Sussex County Council. Their cavalier treatment of parish

councils is nothing but disgraceful resulting in us picking up the blame for many of their so-called 'partnership' enterprises. The library, highways and planning are to name but a few. The age old saying of 'simply making the number up' could never be truer.

I also thank my fellow councillors for their help and support during my period as Chairman.

My final word of thanks goes to the Clerk, Cathy Tobin, her deputy Jenny Nagy and all the other staff of Southwater Parish Council for their extremely hard work and devotion to duty in serving the needs of our Southwater parishioners, since without them we certainly would not be a Quality Parish Council."

Mr.Buckley stated that he would be writing on behalf of the Council thanking Mr.Bull for what he has done during his tenure, he personally felt that Mr.Bull would be sorely missed.

It was RESOLVED by all present that Mr.Buckley write to the outgoing Chairman of Council thanking him for his efforts on behalf of the Council during his tenure of office.

Councillors were advised that the relevant notice had therefore been issued. Mr.Buckley reminded those co-opted non voting members that should they wish to stand they too would have to reapply for this position.

The Chairman informed Members that the Clerk had written to the Chairman of Southwater Action Team requesting a copy of the required £10M Public Liability Insurance; this letter having been issued on the 2nd July providing 7 days notice, therefore allowing for 7 days from the 3rd July the Chairman asked whether this document had been received. The Clerk indicated that it had not been received. The Chairman had requested a meeting earlier in the week but the Clerk informed Members that due to various meetings and staff shortages this had not taken place.

At this point in the meeting the Chairman proposed the suspension of Standing Orders to allow the Chairman of Southwater Action Team, Mr.Chapman to speak along with other members of public present.

Mr.Jackman addressing the Committee that his understanding was that at the last Council meeting it had been agreed that SWAT would do a risk assessment on any task/activity during the remainder of July/August and that they would suspend the CID operation and only based on risk assessment raise the public liability to £10M.

Mr.Buckley stated that this was not his understanding and that his understanding was that as contained in the minutes of the meeting. Mr.Cole stated that Dr.Cash, Mr.Prosser-Snelling and Mr.Diamond would be raising this along with himself at the next meeting, it was not appropriate to discuss this at this point. He thought that the Council had agreed that this could wait until their AGM.

The Clerk confirmed that there had indeed been a proposal from Mr.Diamond that the group raise the £10M and there had been discussion about risk assessments, but the Clerk reminded Members that she had provided advice at the time about potential liability not just those of health and safety. A motion was agreed and that the minutes recorded this correctly and as the Council's officer she had acted correctly in accordance with the motion. Mr.Cole stated that his recollection was that of Mr.Diamond, Dr.Cash and Mr.Jackman.

Mr.Watkins, stated that he had purposely asked that the motion be read twice and his view was that the minutes had recorded this accurately.

Mr.Chapman thanked the Chairman for allowing him to speak at this point and stated that SWAT had held a meeting the previous evening and had gone through the Constitution line by line and would be making recommendations to its Annual General Meeting in September.

The meeting took the view that to increase the public liability to £10M was a waste of public money and in not using SID until after the AGM would not be increasing their public liability from £5M; the cost of any increase being £115.

Mr.Buckley reiterated his view that the Council had passed a motion that the group raise their public liability to £10M immediately and take to the AGM the constitution. His view as expressed by the Clerk in her letter to the SWAT Chairman is that if no insurance is received by Friday, 13th July 2013 then the Council should cease its partnership arrangements with SWAT.

Mr.Cole stated that he would like the matter discussed further at Full Council as he knew that Dr.Cash and Mr.Diamond had strong views.

Mr.Buckley stated that he was happy for the matter to be discussed at Full Council.

Standing Orders were reinstated.

FG56/07/13

CORRESPONDENCE

The Clerk referred members to general correspondence received and asked whether Members wished to comment on any particular item. The Councillors present had no matter they wished to raise.

Members did not wish to raise any particular matter at this point.

Winter Maintenance Programme

The Clerk has held a meeting with County Council officers in relation to the provision for Year 2013/14 and what the Council will or will not provide as part of their on-going service. The Clerk indicated that the Parish Council were required to produce a Winter Maintenance Plan this being combined

into the Emergency Plan and submit this to the County Council. The Clerk hoped to have this draft prepared for discussion at Full Council, unless Council wish the Clerk to proceed accordingly.

Mrs.Flores-Moore confirmed to the Clerk that she had provide details of areas for inclusion within the plan.

Members noted the Clerk’s comments.

Horsham Age UK

The Clerk advised Members that she had held a meeting with the Chairman of Horsham Age UK. Various matters were discussed and further meetings are to be arranged to discuss the possibility of on-going projects within Southwater and how the Parish Council may assist in getting the various messages out to the community about what is on offer at Lavinia Houses and services provided by Age UK. Jan Leeming the Chief Executive has extended the invitation to meet Cllr Watkins and a meeting will be organised.

Meanwhile the Clerk advised Members the following initiatives were to take place:

A large event is to be hosted in the Drill Hall, Horsham in relation to the impact on older people and isolation. The Clerk and Cllr Watkins will be invited to the event.

Secondly Horsham Age UK are to relaunch their magazine, this magazine having been in publication for 50 years on 13th October 2013. Copies will be provided along with posters for display in Beeson House and other community buildings.

Thirdly, fifteen national partnerships are to launch a ‘first stop’ Housing Options Advisory Services for one to one support for those who require assistance on all housing related matters. Again this is to be launched on the 13th October 2015.

Members noted the Clerk’s comments.

FG57/07/13

MINUTES

It was RESOLVED by all present that the Minutes of the meeting held on 12th June 2013, be approved as a true and correct record of the meeting.

FG58/07/13

WEST SUSSEX COUNTY COUNCIL ‘CLIO INFORMATION SYSTEM’

The Chairman introduced Mrs.Jennifer Ellwood of West Sussex County Council who had come along to give a short presentation on the WSCC Clio Information System.

Mrs.Ellwood informed the Committee that the system had been developed through the County Council's Library Service. It was confirmed that practically all the District's within West Sussex had now signed up to the system including Burgess Hill Town Council who were very happy with the system and what it provides by way of information for staff and public alike. The cost of the system being £150 per annum for unlimited PC usage and include upgrades and central maintenance of the system.

The Parish Council if the Committee decided to take the system would have the ability to provide within the system local knowledge and information under the headings.

The Clerk stated that this would provide a central point for all the office staff in finding information for members of the public both within the office and by telephone.

Mrs.Ellwood said that the reporting analysis on the system would also be useful in terms of the number of contacts made by individual with the parish office.

MrsFlores-Moore said that both she and her husband had been developing a similar idea and she personally could see the advantages of having such a system and congratulated Mrs.Ellwood on the system.

Mr.Buckley proposed, seconded by Mrs.Flores-Moore that the Council purchase the 'CLIO' system at a cost of £150 per year from the County Council.

It was RESOLVED by all present that the Council purchase the CLIO system from West Sussex County Council at the cost of £150 per year.

FG59/07/13

SOUTHWATER NEIGHBOURHOOD NETWORK

The Chairman welcome representatives of Southwater Neighbourhood Network and asked that they give their presentation.

Mrs.Jackie Pattison introduced herself and colleagues Sue Cotton, Treasurer, Valerie Middleton, Secretary stating that there were five Trustees involved in the Charity. Also in attendance was Anne from the Community Organisers and Saskia from HACVS.

The intention of the Constituted Charity was to offer shopping, social visiting, take people to hospital appointments, run errands and occasional gardening. The Charity was not there to take over or replace social care, personal care or respite etc.

Why, well whilst there are lots of well established groups within Southwater such as lunch clubs etc., and other activities offered by Horsham Age UK and the WRVS meeting the needs of older people, the proposed scheme would

cover all ages including those who are socially isolated.

It intended that the service will be 'free' with local volunteers with the hope that this would bind the community together especially with a growing community such as ours. The Charity had spoken to lots of voluntary organisations also and had a positive response.

In order to gauge the level of demand for the service 3,800 questionnaires had been issued via the Parish News although the response boxes were not currently in situ, so far they had received ten positive responses. Twenty people had altogether confirmed that they would use the service and indeed the service would cover the whole Parish of Southwater including the outlying areas such as Christ's Hospital, Newfoundout etc.

As to how the group would operate, it had carried out research with an excellent scheme having been set up 30 years ago in Haywards Heath. This scheme took approximately two years to become fully operational. There would be a manned phone with a rota system, manned two hours three times per week with voice messages left. These would be checked by four duty officers who would pick up the messages and then try and match up the resident with a suitable volunteer.

DBS Checks would be carried out and this would be carried out initially through Horsham Age UK at a cost of £17.50 each this being purely an administration charge. Training would also be given to all volunteers and this will be offered through the West Sussex County Council Learning Gateway again this being a free service.

Contacts are still being made in the community and the Charity would be working with not only the Parish Council, but the local PCSO/Police team etc., attending events. It was hoped that in the future it would have a website and engage through social media.

Mrs.Flores-Moore thought that the scheme would be a success and something that was needed in the community. You only had to look at the Roundstone Caravan park to see what a positive scheme could have, everyone on that site looked after each other.

In relation to data protection, the Committee were informed that a policy would be in place and the data stored kept in a secure location.

Mr.Watkins asked whether the group were a Charity, it was confirmed that it was a Constituted Charity.

Mr.Buckley thanked the Southwater Neighbourhood Network team for attending and for their presentation, stating that the Committee would now discuss the grant application.

The Clerk indicated that she in issuing the agenda for the evening the organisation had indicated that the grant request was for a sum of £1200, however upon receipt of the application it appears that this is different from the agenda amounting to £1345.

The Chairman reminded Members that the overall budget for community grants was £4,000 split into four quarters.

Mrs.Flores-Moore stated that she would like to propose that the Committee provide the whole grant of £1345. A general discussion then took place on how the Council would distribute the grant, with Mrs.Williamson suggesting that perhaps some of the money in one quarter followed by the remainder in the second.

Mr.Watkins stated that the grant amounted to £45 per volunteer on the road, he thought that the scheme was worthwhile for it was known that social services could not currently meet all the needs especially in relation to dementia.

The Committee felt that if it were to provide a grant for the entire amount then it would required the Group to report to the Council once a quarter in order to update Members on their progress. The Group would have to comply with the requirements in relation to the grants process this being advised by the Clerk.

It was RESOLVED by all that the Parish Council would provide a grant of £1345 as requested to Southwater Neighbourhood Network, the Clerk to provide full details.

FG61/07/13

ACCOUNTS & FINANCIAL MATTERS

The Clerk provided Members with information on the current financial position of the Council to 10th July 2013

The Clerk advised Members that the Chairman had received a request from Dr.Cash asking that the Chairman consider purchasing some flowers and a card to present to an employee of Southern Rail, based at the Christ's Hospital School, this lady to be transferred to Reigate by her employers for her efforts on behalf of the parish. The Clerk advised that it would be possible for the Council to highlight the sterling work carried out by this Southern Rail employee but not to provide via the Chairman's allowances a bouquet of flowers or card due to the fact that the Chairman's allowance is suspended until the new Chairman of Council were appointed. Irrespective of this, should such a presentation take place then this would be setting a precedent.

Meanwhile, the Clerk proposed that should the Council wish it may like to issue a press statement congratulating the member of Southern Rail's staff on her exemplary work on behalf of the community.

Members felt that the Clerk should acquire further information from Dr.Cash and provide an article for the press.

The Clerk to provide an article in relation to the outstanding work carried out by the Southern Rail Employee.

Photocopying Charges

With increasing requests for photocopying the Clerk and the resultant costs in terms of staff time in administrating such, that a small increase be imposed. Currently the black and white copies were 5 pence per sheet and colour 15 pence per sheet. The new costs proposed being 10p (A4 Black and White) and 15p (A4 Colour) respectively.

It was RESOLVED that the Clerk increase the photocopying charges.

Beeson House Service Charges

The Clerk informed Members that she was in the process of calculating the service charges for the Year 2012/13 and invoicing tenants accordingly.

Mr.Buckley asked whether this was in line with the budget, the Clerk stated that she had not as yet checked this but that the overall figures were not much different that those applied the previous year. The Clerk would check against the budget and report on this.

Members noted the Clerk's comments.

FG62/07/13

DELEGATED POWERS OF EXPENDITURE DURING RECESS

The Clerk informed Members that in normal circumstances the Clerk, Chairman and Vice Chairman of Council had the power of expenditure delegated by Council. With the Chairman having resigned the Clerk would like some guidance as to whom the Council would like to nominate in his place. It is essential for the on-going financial management of the Council that someone be nominated.

Mr.Buckley suggested that in light of the fact that the Chairman of Council had resigned that it would be prudent to ask Mr.Apted, Chairman of the Planning Committee to be delegated this matter along with any future Chairman, Vice Chairman and Clerk.

It was RESOLVED by all present that the Council should delegate powers of expenditure to the Chairman of Council, Vice Chairman of Council, Chairman of Planning and the Clerk. Thereafter any expenditure being reported to appropriate meeting in September.

Members of the public left the chamber at this point.

The Clerk presented a payment schedule to 10th July, 2013 in the sum of £26,272.91

It was RESOLVED by all present that the payment schedule dated 10th July, 2013 be approved in the sum of £26,272.91.

The Clerk referred members to the published and authorised meeting dates for the Council, which have been subject to criticism by members in that some may not be able to attend the Annual General Meeting due to family commitments. The Clerk reminded Members that this list was agreed by the Council and thereafter published.

All Council meetings are held on the last Wednesday of each month the exception in the past being the Christmas meeting and the bank holiday implications re the setting of the budget; this may no longer be relevant dependent on the timing of the requirements in future years.

Accordingly the Annual Parish Meeting is always held in May and normally on the last Wednesday of the month. This also provides for any issues surrounding the annual accounts in having these audited and recommended by the committee prior to approval at this meeting. In future the Council have to comply with dates set by external auditors or face a fine, this year the accounts had to be received by the external auditors on the 6th June. The Clerk had asked for an extension this year, and this was declined by the Auditors as she had been concerned about this years tight deadlines.

Members may of course move dates, but as the Council's Financial Officer, the Clerk would have concerns about meeting the required deadlines in order to comply with the Finance & Audit Regulations.

Mr.Cole asked why the Clerk had brought this to Committee for he knew that other members of Council, Dr.Cash and Mr.Prosser Snelling felt that they were being excluded from attending such meetings as they had children and the Annual Meeting clashed with the school holidays. The Clerk informed Mr.Cole, that an ex-councillor had asked for this to be put on the next meeting and that was what had happened.

Mrs.Flores-Moore said, that she did not agree and indeed if this were changed then as a shift worker she would feel excluded, for she like all other councillors had received the list and had to work around her work commitments. It was a fact stated both Mrs.Williamson and Mr.Apted that not all members could attend all meetings but it was important to ensure that the Finance & Audit requirements were met.

The Clerk reminded Members that it was the Council who had set the meeting

dates the previous year.

It was RESOLVED by all present that the issue of Meeting Dates be referred for discussion at Full Council, although the general view of the Committee was that these should not be altered for individual members of Council for whenever dates were set there would be individual who could not attend.

Mr.Buckley stated that he felt that the HR Committee should be postponed due to the fact that both he and Mrs.Flores-Moore could not attend and the fact that as the meeting was prior to the election of any Chairman the committee would be inquorate.

It was AGREED that the Clerk should postpone and rearrange the HR Committee meeting.

FG64/07/13

POLICE MATTERS

The Clerk reported that in June there had been a total of 17 reported crimes, these being Burglary 6, Criminal Damage 2, Fraud and Forgery 1, Theft and Handling 4 and Violent Crime 4.

The Clerk was asked how the first three month figures compared with the previous year and from the report the Clerk indicated that it would show an increase from April to June. Members asked the Clerk whether she could provide a more detailed breakdown on the actual offences and what they had involved in general terms. Members were concerned that since having lost one PCSO and with the limited officer time of PCSO Cecil that there was a direct correlation to the increased crime; Councillors did not want to go back to where the community was some eight or nine year previous.

Mr.Neale stated that through his work with Neighbourhood Watch he had thought that burglary was down. The Clerk stated that the figures she had been given did not confirm this.

It was RESOLVED that the Clerk write to Inspector Claire McKnight asking for a more detailed report on the crime figures for Southwater since April 2013 in order that Members could assess whether or not there was a direct correlation with the new police team sharing arrangements.

FG65/07/13

SOUTHWATER LEISURE CENTRE

The Clerk reported matters emanating from the previous meeting held on Wednesday 10th July 2013.

Repairs to Litter Bin at College Road

The Clerk indicated that this bin required substantial works amounting to £115. The original cost of the bin was in the region of £150 some 13 years previous. The Clerks view would be that the Council replace this with a more modern type bin when sourced. The original company do not presently operate having been based in the Isle of Wight.

Members agreed with the Clerk that this repair would not be cost effective.

It was RESOLVED that the Clerk investigate the provision of a new bin for this area, this to be in keeping with the existing bin if possible.

Hazel Close, Balancing Pond

The Clerk reported that it was necessary to do some works to the Hazel Close Balancing Pond, previous quotations were in the regional of £1,500 however the Clerk has acquired a further quotation from Countrywide Grounds amounting to £950 plus VAT. Countrywide being the current contractor awarded the grass cutting contract.

The Clerk informed Members that local residents had complained and that the Council had received monies in their ring-fenced accounts for the future maintenance of the area.

It was RESOLVED that the works to Hazel Close as prescribed by the Clerk by approved in the sum of £950 + VAT.

Turners Close Public Open Space

The Clerk advised that the Council had received a request from a local family that they be permitted to scatter ashes in the public open space area of Turners Close and for permission to provide a memorial bench.

Being the first such request, the Council has no current policy on such matters, therefore the Clerk sought advice from both the Environmental Health Department and Leisure Departments of Horsham District Council to see what their policy might be.

The Clerk reported that whilst there are no environmental issues or concerns from an environmental health point of view, it would appear that the District Council do not have a formal policy allowing the scattering of ashes on its Parks and Countryside sites, and if a formal memorial requested then it is suggested that this be situated in the Hills Cemetary. District Council have been aware of such scattering taking place but have not pursued any of these incidents. The District Council do not permit any placement of flowers, wreaths or memorials of any type with the exception of memorial benches, as it wishes to maintain the sense of public open space for all rather than an

incipient move towards memorial gardens.

The Clerk would like to request that the Council provide her with a policy in relation to the scattering of the ashes on public open space within Parish Council land and their views as to the positioning of a memorial bench within the Turners Close public open space.

The Clerk informed Members that there were a number of memorial benches currently situated on Parish Council owned land, it would be normal as and when these required maintenance to ask the relevant families to contribute to such costs or provide the Council with a sum of money for future maintenance. This is quite normal in larger authorities.

Members noted the District Council officers advice received.

The Clerk was asked to make contact with the family and discuss the situation, but in the meantime to provide the Council with a Policy document for discussion along the basis that whilst the Council would not permit the scattering of ashes on their land, nor memorials it would provide at the cost of the relevant family a bench ensuring that there no additional future maintenance costs to the Council.

The Clerk to produce a Policy in relation to Memorial Benches, Memorials and the scattering of ashes or otherwise on Council owned land.

Beeson House

The Clerk advised Members that during the recent service of the ventilation it has been identified that one of the fans is damaged and is not cost effective to repair. A replacement fan will cost £799+VAT and has a five years parts warranty. The Clerk is of the opinion that the Council has little choice other than to approve such expenditure in order to get the ventilation system up and running to the correct specification. Once achieved, then it is proposed that the Clerk will meet with District Council representatives in order to address the on-going servicing of the ventilation system.

The Clerk reminded Members that she had discussed her concerns about the intention within the head lease for the Council to take overall responsibility for the system; the Clerk would strong advise that this not be the case and as such will be seeking to revise the Draft Terms with the District Council accordingly.

Mr.Cole felt strongly that the Parish Council should not pay the cost of the replacement fan, this being part of the latent defects of the building, Mrs.Flores-Moore agreed.

The Clerk stated that whilst the Council had not as yet signed the head lease, it did manage the building and recharge such costs on behalf of the District

Council and had entered into the maintenance contract therefore it was advisable to repair this in order to finalise the maintenance of the entire ventilation system.

Mr.Watkins said that the Clerk was correct and whilst there was some protection against poor design, the building had been released and therefore it would be preferable to carry out the repair rather than get into litigation which would be far more costly than the repair itself.

The Clerk confirmed that she would be discussing this matter further with District Council officers.

It was RESOLVED that the Clerk place the order for the replacement fan at a cost of £799+VAT. The Clerk to thereafter discuss this matter with the District Council's officers. The Clerk is to renegotiate the head lease to exclude the ventilation system.

FG67/07/13

PERSONNEL, PENSIONS & TRAINING**

Staff Appaisals

The Clerk informed Members that all appraisals had been completed and that these would be issued in due course to the relevant members of staff.

Members noted the Clerk's comments.

Revision to Staff Handbook/Terms and Conditions

The Clerk advised all present that the draft revised documents, staff handbook, terms and conditions and staff policies had been issued to the HR Committee however, as Members were aware these would now have to be discussed at a meeting to be arranged.

Mrs.Flores-Moore said that it had taken her some time to read through the documents and that she had provided the Clerk with some initial comments; the Clerk thanked Mrs.Flores-Moore for her comments.

FG68/07/13

DATE OF NEXT MEETING

The date of the next Finance & General Purposes meeting would be **Wednesday, 4th September 2013.**

The meeting closed 9.40 pm.